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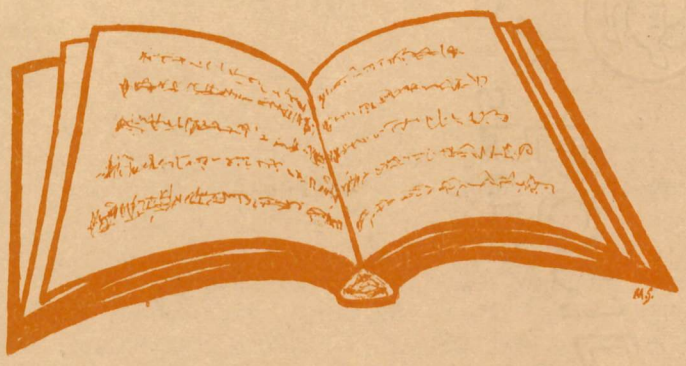

MEMO

from

Sir George Williams University

Library

VOL. 1 NO. 8 FEBRUARY 1966

FROM THE LIBRARIAN'S OFFICE

Planning the Development of the Collection. The Reference department is currently engaged in an extensive program of bibliographic checking in a number of subject fields in which new courses are being proposed. In this process reference librarians and faculty members work closely together to develop lists of basic works required to support the introduction of new courses. Each list is then checked against the card catalogue to determine the state of our holdings. The results are reported to the faculty department, faculty council, or board of graduate studies to provide these bodies with factual library information and some indication of its implications, which they can consider along with other factors in deciding whether to approve a new course. The results of such surveys also provide a basis for estimating the cost of providing basic coverage in a field, and are of value in library budget preparation. This procedure is being worked out with the Faculty of Arts and the Board of Graduate Studies.

What I have described above is part of the larger question of developing the collection to support a long term plan of academic development. To do this adequately there must be some agreed order of academic development which can form the basis of priorities for library budgeting and acquisitions. The Board of Graduate Studies is concerned to see graduate programs grow in a systematic way, and will be considering the implications for library planning. Members of the University Library Committee are equally concerned that library development proceeds on as rational a basis as possible. It is to be hoped that discussions currently under way in these bodies will result in decisions that can provide the basis for establishing priorities in planning the development of the library collection.

Library Areas in the Hall Building . Mrs. Nogrady, the science and engineering librarian has accepted the task of regularly inspecting work on the Science and Engineering Library and the Reserve Library in the Hall Building. She will act as direct contact for the library with the Director of Development, in keeping track of progress. Detail of furniture layout, and equipment are virtually complete and prices will soon be secured for them.

Carpeting of these two libraries had been planned as an element in the acoustical treatment of these study areas. Because carpet prices have far exceeded the architect's estimate this plan has had to be revised. Carpet has been dropped

from the Reserve Library, which is a temporary library area pending construction of the main library. We hope to be able to retain carpet in the Science and Engineering Library as an essential element in the acoustical treatment of this permanent library area.

Because the library must serve summer school students without interruption, books will not be moved to the Hall Building until late August and early September. In the meantime, the reclassification of the science collection is being completed, detailed plans are being prepared for the move, the staffing, and the daily operation of the new areas, and items of new furnishing will be installed during the summer in advance of the move.

A sub-committee of the University Library Committee has been formed to advise the librarian in establishing appropriate policies (for the Science and Engineering Library) which will take account of the needs of students and faculty.

Inter-University Library Cooperation. During the fall arrangements were completed for reciprocal use of libraries by faculty members between McGill and S.G.W.U. Sir George Williams and the École des Hautes Études Commerciales jointly sponsor the Centre de Recherche en Histoire Économique du Canada Français. This cooperative effort has as part of our contribution, the extension of our collection of Confederation newspapers on microfilm, to include complete runs of the papers of this province and adjacent areas.

On December 7 we were host to the chief librarians of Loyola, University of Montreal, McGill, and École des Hautes Études Commerciales for an ad hoc meeting at which common problems, and the possibility of more extensive cooperation were explored. Plans were made to invite the chief librarians of Laval, Sherbrooke, Bishop's, and Marianopolis to future meetings.

Unknown to the ad hoc group, the Committee of Rectors and Principals of Quebec Universities had decided to form a committee for inter-university cooperation in the field of documentation. Whether the two committees will duplicate one another is uncertain at this time. But in any event it is clear that the means for closer cooperation will be developed rapidly.

ACQUISITION NOTES

	December 1965	January 1966
Orders Placed	1,178	1,183
Received		
Purchased	1,242	2,057
Gifts	68	103
Total received	1,310	2,160

Cumulative	June - January	
	1964-65	1965-66
Orders Placed	5,792	8,892
Received		
Purchased	5,232	9,093
Gifts	802	2,227
Total received	6,034	11,320

Statistics compiled for the first time by the Acquisitions department show a total of 209 recordings purchased, of which 166 have been received in the current fiscal year.

Serials: The serials staff have also begun collecting statistics. In the month of January, 2,321 items were sent to other libraries in response to our latest duplicate exchange list. In the same month we selected and received 360 items offered by other libraries.

At the end of January, $116,706.00 of the book budget has been spend and $58,720.00 committed, leaving an uncommitted balance of $32,873.00

CATALOGUING NOTES

The Cataloguing department has issued the following statistical report for the past two months:

	December 1965	January 1966
Titles		
New	1,294	902
Reclassified	861	942
Volumes		
New	2,324	1,675
Reclassified	2,012	1,722

Comparative Cumulative Statistics

	June 1964-65	January 1965-66
Titles		
New	4,880	9,169
Reclassified	1,983	4,073
Volumes		
New	8,010	16,544
Reclassified	5,253	9,573

State of the collection, January 31, 1966:

LC	26,544 titles	50,810 volumes
Dewey	32,238 titles	42,882 volumes
Total	58,782 titles	93,692 volumes

The volume size of the LC collection is now larger than that of the Dewey collection. This has been accomplished in less than 2 years; the Library of Congress classification program was initiated in January, 1964.

CIRCULATION OF LIBRARY MATERIALS

The month of December, 1965 showed a slight decrease in circulation as compared with the previous year. January, 1966, however, produced an increase of almost

10,000 items circulated as is illustrated below.

	December 1964	December 1965
General Collection	8,546	10,008
Reserve Collection	2,056	1,734
Reading Room Only	1,343	1,536
Periodicals	890	1,925
Records	66	142
Slides	93	-
Microfilms	-	58
Total circulation of all materials	12,994	15,403

	January 1965	January 1966
General Collection	6,849	16,149
Reserve Collection	1,717	2,776
Reading Room Only	923	2,463
Periodicals	538	3,512
Records	23	50
Slides	42	-
Microfilms	-	113
Total circulation of all materials	10,092	25,063

REFERENCE NOTES

The reference staff has issued the following statistics for the months of December - January, with the comparative figures from the previous year.

		December 1964	December 1965
a.	Reference Inquiries	329	424
	Catalogue Inquiries	140	107
b.	Catalogue Desk	-	63
	Documents Room	-	16
	Total All Inquiries	469	610
c.	Selection Slips Checked	807	575
d.	Interlibrary Loans	21	34

		January 1965	January 1966
a.	Reference Inquiries	208	916
	Catalogue Inquiries	118	152
b.	Catalogue Desk	-	125
	Documents Room	-	25
	Total All Inquiries	326	1,218
c.	Selection Slips Checked	903	1,944
d.	Interlibrary Loans	19	37

APPOINTMENTS

We welcome the following staff members who have been appointed:

Paul Dubois, cataloguer, is a Montrealer, who was chief cataloguer at the University of Ottawa library before his arrival at Sir George.

Michael Hood, cataloguer, comes from Toronto, where he worked as a bibliographer at the Education Centre Library, Toronto Board of Education.

Alan Hudson, stack attendant in the Circulation Department.

Marilyn Kiper, cataloguer, a graduate in library science of Western Michigan University.

Judith LeBaron, senior circulation clerk, formerly branch librarian at the Montreal Children's Library.

Mrs. Judith Nogrady, science and engineering librarian, comes to Sir George from McGill University, where she was head of the Physical Sciences Centre Library.

James Thornton, stack attendant, Circulation Department.

DEPARTURES

Mrs. Rita Nagler, order clerk, resigned her position on January 31, 1966.

Donald Walsh, stack attendant, left the staff on December 17, 1965.

Readers of MEMO are invited to submit material they feel may be of interest to Miss Carol Calder, Library Circulation Department.